Enhanced Access Review Committee Agenda June 17, 2009 2 PM – Room 224

- Approval of the April 15, 2009 Enhanced Access Review Committee Meeting Minutes
- 2. Approval of the June 9, 2009 Enhanced Access Review Committee Meeting Minutes
- 3. New Waiver Requests
 - a. East 10th Street Civic Association (registered)
 - b. Crooked Creek Northwest CDC (registered)
 - c. Indy-East Asset Development (registered)
 - d. Historic Landmarks Foundation of Indiana (registered)
 - e. Sycamore Run Homeowners Association (registered after waiver received)
 - f. Mapleton-Fall Creek Development Corp. (registered)
 - g. Highland Vicinity Neighborhood Association (registered)
 - h. Devington Community Development Corporation (registered)
 - i. South East Community Organization (registered)
 - j. Arsenal Heights Civic League (registered)
 - k. Grace Tuxedo Park Neighborhood Organization (registered)
 - I. R/Ross (not registered)
 - m. Indian Lake Improvement Association (not registered)
 - n. Grassy Creek HOA (not registered)
 - o. Arlington Commons Homeowners Association Inc. (not registered)
 - p. Indianapolis Neighborhood Resource Center (not registered)
 - g. Sacred Heart Church
 - r. Good News Mission, Inc. d/b/a Good News Ministries
 - s. Irvington United Methodist Church
 - t. River Valley Resources, Inc.
 - u. US Army Criminal Investigations
 - v. Vanderburgh County Adult Probation (felony)
 - w. FBI National Instant Criminal Background Check System (NICS) Section
 - x. ACLU of Indianapolis
 - y. Hancock County Prosecuting Attorney's Office
 - z. Hendricks County Work Release
 - aa. Office of the Staff Judge Advocate, Camp Atterbury
 - bb. The Project School (tabled at the April 15, 2009 EARC Meeting)
- * Add on RMS10 Neighborhood Corporation
 - 4. LoGO Indiana Director's Report
 - 5. Treasurer's Report

The next Enhanced Access Review Committee Meeting is scheduled for August 19, 2009

Enhanced Access Review Committee Meeting Minutes April 15, 2009 Room 224 –2:00 P.M.

In Attendance: Mr. Swenson, representing the Department of Metropolitan Development; Mr. Bowes, representing the Marion County Assessors Office; Mr. Rodman, representing the Marion County Treasurers Office; Ms. White and Ms. Nussmeyer, representing the Marion County Clerk's Office; Mr. Mendez, representing the Office of Finance and Management; Mr. Petrecca, representing the Information Services Agency; Ms. Acton and Ms. Guilfoy, representing LoGo Indiana; Ms. Schultheis, Legal Counsel

Based on the Committee having nine members, eight active members, five constitutes a quorum. Mr. Swenson called the meeting to order at 2:04.

Approval of the February 18, 2008 EARC Minutes

Mr. Rodman made a motion to approve the February 18, 2008 Enhanced Access Review Committee Minutes. The motion was seconded by Mr. Petrecca and passed unanimously.

New Waiver Requests:

Trustees of Indiana The Project School

Ms. Action presented the waiver request for the Trustees of Indiana. The applicant is requesting civil and criminal court searches with approximately 2 searches per month and incident reports with approximately 2 searches per month.

Ms. White made a motion to approve the Trustees of Indiana waiver request. The motion was seconded and passed unanimously.

Ms. Acton presented the waiver request for The Project School. The applicant is requesting access to limited criminal histories with 2-3 searches per month.

Ms. White commented that she is not familiar with the applicant. Ms. Acton responded that the applicant had not returned telephone calls but in looking at the website the school appears to be an alternative school. Mr. Swenson requested additional applicant information prior to taking action on the waiver request.

The Project School waiver request was tabled to the next scheduled meeting of the Enhanced Access Review Committee.

Fee Waiver Request

Ms. White shared discussion between staff and representatives of congress regarding the current foreclosure rate. Although initiatives have taken 2 years to put information into summons, local momentum has been gained to offer free counseling to homeowners at risk. Individual search requests for tax sale information effecting neighborhoods is cost prohibitive at \$3.00 a search. Waiving the application fee will help the neighborhood organizations identify vacant, abandon, or foreclosed properties. The waiver does not apply as a rule. Ms. White offered the request is a modest request to expand to groups and will not affect funding. Deputy Chief Forestall of the Marion County Sheriff's Department would like to see the Enhanced Access Review Committee support the request to expand access of tax sale information. Mr. Swenson asked how property management companies would be excluded. Ms. White explained that property management companies would not qualify through the survey process. Another benefit may be increased Crimewatch. Mr. Petrecca asked about lists which are sold over the counter on-site and the challenge staff will have verifying a not-for-profit organization. Ms. Guilfoy clarified the lists purchased at the counter are the entire list. Ms. Action added the list is not searchable. Mr. Bowes asked if the proposal includes a link for neighborhood organization representatives to apply similar to the current waiver application process. Ms. Nussmeyer confirmed and added the representative will be prompted to complete a survey. Mr. Swenson discussed the limitation that the representative of the neighborhood association be given access for 1 year. Terminating service will help to keep information more current. The Department of Metropolitan Development maintains the registered neighborhood organization lists. Ms. White recommended that walk-in requests pay for the tax sale information and individuals completing the waiver application would not. Ms. Breaux asked if the property tax sales information (properties owned by individuals that have not paid taxes) includes the Auditors Office or does it just include the Sheriff's list. Mr. Swenson offered the Sheriffs list is very fluid with more fields and asked if an additional field could be added to include the Auditor's tax sale list. Ms. Guilfov stated that the tax sale information is available on-line. In response to Mr. Bowes, Ms. Action explained the registered representative would have an appointed password to access tax sale information only. Mr. Mendez asked how often the lists are updated. Ms. Action explained the list is posted every month and updated 2 times before the sale. Neighborhood organization representatives would need to review the list every other week. Ms. Nussmeyer asked for clarification on the types of organizations to include. Mr. Swenson and Mr. Bowes suggested including home owners associations and condominium associations as well as registered neighborhood organizations. Mr. Bowes commented most registered neighborhood organizations will have not-for-profit status. Mr. Swenson asked about owner managed groups. Mr. Petrecca had a mechanics concern from the aspect of who will have ownership of verifying an association is legitimate.

Membership information is not available. Ms. Action suggested changing the questionnaire. Mr. Mendez asked if LoGO Indiana could apply a circuit breaker on users to limit access. The accounts would be monitored manually. The current subscription is small. Ms. Guilfoy agreed the current subscription is low but noted the potential is around 200-300. Mr. Rodman offered the request for information from the applicant relies on the honor system. Mr. Petrecca had concerns with the reliability of the information submitted. Ms. Guilfoy added a possible benefit will be that organization will be required to submit updated information annually. Mr. Swenson commented those applying for a waiver should have a sincere interest in the upkeep of the neighborhood and not have interest in purchasing houses for cheap. Ms. Nussmeyer offered the request is for the good of the public.

Ms. Schultheis requested that in the Memorandum dated April 9, 2009 the sentence in the first paragraph, "Many will take on the additional responsibilities of mowing the lawn and caring for the property until a new owner takes over the property" be removed. Ms. White moved to approve the Fee Waiver Request as amended. The motion was seconded by Ms. Breaux and passed unanimously.

Ms Guilfoy requested outreach coordinate education on the process.

LoGO Indiana Director's Report

Ms. Acton presented the March 2009 Director's Report stated that is was another great month. LoGO collected almost 1 million is fines/fees for the City/County partners during the month. The year to date total of fines/fees collected to almost 2.5 million. LoGO deposited \$11,513 into the revenue share account for March. March was another large month for processing traffic tickets for the Marion County Clerk's Office. A total of 2,835 traffic tickets processed collected \$436,136.95.

A credit card access was launched for Limited Criminal History searches for IMPD. This will relieve staff time from processing in-office requests. LoGO finalized the load and stress tests for the Accela Automation Permitting project. A new service is to provide an Interactive Voice Response (IVR) phone payment service for the Department of Public Works sewer payment service is planned. This will complement the existing online service.

EARC Web Events Status Update

Mr. Petrecca noted discussion had not been finalized on the posting of materials. A suggestion was made to post meeting materials in a time frame consistent with the IT Board meeting materials.

Ms. Nussmeyer asked if there is a reason the IT Board Meeting materials were not accessible. Mr. Petrecca offered the materials will be available in the future and the issue was an educational one.

Mr. Swenson stated that the Enhanced Access Review Committee Agenda, Minutes, and Treasurer's Report should be posted 1 week prior to the meeting. Committee members will need to review materials and make recommendations prior to the meeting.

Treasurer's Report

Ms. White noted that the \$50,000 requested from the Clerk's Office on the Treasurer's Report had been transferred and spent. Mr. Rodman explained the challenge with the various financial systems sharing information and concern that the report posted (on-line) may not be completely up to date. Mr. Swenson stated that the Enhanced Access Review Committee Meeting is a public meeting and individuals that care to dispute the report are welcome to do so at the meeting. Ms. White asked to review the Recorder's Office request for \$120,000. Mr. Petrecca explained the Recorder's Office request was actually a request for reimbursement for software to digitize records.

Other Business

Ms. Action recommended email addresses for LoGo Indiana employees be directed to LoGOIndiana.com. Previous email addresses no longer will be redirected.

The meeting adjourned at 2:45. The next scheduled meeting of the Enhanced Access Review Committee is for June 17, 2009.

Enhanced Access Review Committee Meeting Minutes June 09 2009 Room 224 – 3:00 P.M.

In Attendance: Mr. Petrecca, representing the Information Services Agency; Mr. Rodman, and Mr. Creasser representing the Marion County Treasurers Office; Ms. Nussmeyer, representing the Marion County Clerk's Office; Mr. Mendez, representing the Office of Finance and Management; Ms. Breaux, representing the Auditor's Office; Ms. Guilfoy and Ms. Moorehouse, representing LoGo Indiana; Ms. Schultheis, Legal Counsel

Based on the Committee having nine members, eight active members, five constitutes a quorum. Mr. Petrecca called the meeting to order at 3:05

Mr. Petrecca thanked the Committee for meeting on short notice.

38 Service Request-eCheck.doc

Ms. Guilfoy presented 38 Service Request and offered LoGO Indiana has been requested to provide electronic check, known as eCheck, processing as a payment option for online and in-person transactions.

The eCheck fee would be in addition to any statutory charges and other enhanced access fess approved by the Enhanced Access Review Committee (EARC). Ms. Guilfoy recommended that any agency currently accepting fees by credit card be allowed to add eCheck processing to their services through this service request. New services will be presented to the EARC for approval.

Mr. Mendez asked if taxpayers physically come to the City County Building to pay taxes and if they do where to they go. Mr. Rodman offered the Treasurers Office discourages travel to the City County Building but accepts payment.

Mr. Mendez suggested a Kiosk potentially could reduce office traffic and asked if one had been considered. Ms. Guilfoy replied LoGo has been involved in Kiosk initiatives and would participate.

Ms. Nussmeyer commented the credit card processing fee seems unfair. Mr. Mendez asked who receives the tax bills. Mr. Rodman replied the bills are processed through the Treasurer's Office and are stored in lockbox. Other options have been tried and the lockbox is the better option. Mr. Creassor added the Treasurers Office maintains an image for several years and other options may compromise privacy.

A motion was made by Mr. Rodman to approve 38 Service Request-eCheck.doc. The motion was seconded by Mr. Mendez and passed unanimously.

Service Request 39

Ms. Guilfoy presented Service Request 39 and explained LoGo Indiana will provide credit, debit card for Visa, MasterCard and American Express and eCheck (also known as Automatic Check Withdraw), payment processing for online property tax payments for the Marion County Treasurer's Office. In an effort to save taxpayer's money by lowering online payment processing fees.

Ms. Guilfoy added 5 cents per transaction would go to the Enhanced Access Fund.

A motion was made by Mr. Mendez to approve Service Request 39. The motion was seconded by Ms. Breaux and passed unanimously.

The meeting adjourned at 3:17. The next scheduled meeting of the Enhanced Access Review Committee is for June 17, 2009.

INDYGOVOBIZ

ENHANCED ACCESS REVIEW COMMITTEE DIRECTOR'S REPORT May 2009

Submitted by:

LOCAL GOVERNMENT ON LINE

INDYGOV.BIZ HIGHLIGHTS- MAY 2009

Project Highlights

- For the month of May, LoGO Indiana collected just over \$1,000,000 in statutory fines and fees for our City and County partners. This is a new record for statutory fines and fees collected online in a single month.
- Over 4,000 traffic tickets were paid through the IndyBiz Web site collecting more than \$675,000 for the Marion County Clerk's Office.
- LoGO Indiana deposited \$9,978.42 from the portal profits into EARC Revenue Share account for the month of May.

Development Highlights

- LoGO Indiana completed load testing for Division of Compliance permit applications. Over 3,000 permits were submitted through the online service in a 30 minute time frame. No issues were detected.
- Database connection changes were made for the Incident Report and Permitting Applications.
- Migration of JAVA applications to the Tier Four hosting environment continued as Incident Reports and LCH were prepared for migration to the new hosting environment. Migration of all services is expected to conclude in June.

Marketing Highlights

- LoGO sent a final case study for review to the Division of Compliance. The case study will be shared with other municipalities who inquire about the City's online permitting solution.
- New quotes were delivered to LoGO for the Marion County Clerk Services' Brochure.
- IMPD Citizen Services requested additional posters for the Incident Report and Limited Criminal History applications to be posted in all police districts. A request was prepared to receive a quote for the additional materials.

Customer Service Highlights

- Five requests for waived access to IndyBiz services were received for the month of May.
- The Neighborhood Association Waiver Program for Sheriff Sale lists has been well received by the public. Four waivers were received for the month of May.

INDYGOV.BIZ AT A GLANCE

M	AY 2009
* Transactions	98-249
Subscribers	1,723
- Statutory Funds Collected	\$1,023,711.02

INDYGOV.BIZ FINANCIALS

	MAY 2009	YTD 2009
Revenues	\$116,231	\$592,630
Cost of Revenues	\$16,447	\$70,948
Adjusted Gross Revenue	\$99,784	\$521,683
Enhanced Access Revenue Share	\$9,978	\$52,168
Operating Expenses	\$118,905	\$563,134
Total Expenses	\$128,883	\$615,302
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Net Income/Loss -Before Taxes	(\$29,099)	(\$93,620)
Income Tax (Fed., State, Deferred)	(\$0)	(\$9,635)
Net Income/Loss	(\$29,099)	(\$83,985)

(NOTE: CI/CO REVENUE LINE ITEMS ARE NOT ACCOUNTED AS GROSS REVENUE BY LOGO) TRANSACTION HISTORY

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Page 4

LoGO Indiana

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Miscellaneous	Services	Corp Counsel OTC	ACO Donations	SOCIONIS SOCIONIS	ACCD OTC	DMD OTC	OTO In Oriente	O I O apillo s Janiopau	DPW OTC		Indy Parks OIC	DPW STEP Payments	-1 T	Iotals	Subscription Revenue	New/Renewal		Grand Totals		

*LoGO Revenue for credit card applications includes 2% payment processing fee for all Credit Card transactions- these are later deducted as a cost of sale.

2009 ACTIVE PROJECTS

Project	Agency	Description	Status	Туре
Search functionality	Clerk's Office	Update search functationality to include special symbols in the search field.	Planning	Change Request
Controller's Office- Special Event Permitting Online	Controller's Office- Licensing Section	Create an online interface with Accela to allow fo online Special Event Permits filing.	Development/ Testing	Project*
Permit Rewrites – Accela Project (12 applications)	DOC	Rewrite existing twelve permit services to interface with Accela.	Development/ Testing	Project
IndyBiz Redesign	Various	Recreate design template for IndyBiz Portal.	Testing	Project
Property Rewrites (three applications)	Treasurer's Office	Rewrite of three current property services to interface with PVDNet system.	Testing	Project
Property Tax Payments- WEB	Treasurer's Office	Include option for homeowners to pay current property taxes online.	Development	Project
Property Tax Payments-IVR	Treasurer's Office	Create IVR payment option for property tax payments.	Planning	Project
Deferrment Option	Clerk's Office	Create a deferrment page for traffic ticket application.	Planning	Change Request
IVR for STEP payments	DPW	Allow customers ability to process STEP payments over the phone.	Planning	Project
Add Amex and CVV2 ode to all JAVA opplications	Various	All American Express payment option and CVV2 code to all JAVA application payment processing pages.	Development	Project
Payment for overdue nes/fees	occ	Create payment application (with option for recurring payments) for Office of Corporation Counsel.	Planning	Project

^{*} A project is defined as anything with over ten total development and/or project management resource hours.

2009 COMPLETED PROJECTS

Project	Agency	Description	Status	Type
MST and STR 2009 Folder Creation	DOC	Create folders for 2009 Master and Structural folders.	Deployed	Change Request
Payment Engine Upgrade	Internal – LoGO	Upgrade TPE (the payment engine) to new corporate instance to meet new PCI DSS compliance.	Deployed	Project
Migrate Email	Internal – LoGO	Migrate email to CDC Microsoft server	Deployed	Project
Traffic Ticket Rewrite	Clerk's Office	Rewrite service to include Odyssey eCitation Ticket's as well as JUSTIS tickets fines and fees to be paid online.	Deployed	Project
LCH Upgrade	IMPD	Allow instant access to LCH service and remove pre-approval requirements.	Deployed	Project
Update fund types	ACCD	Update the fund types available for donations.	Deployed	Change Request
Clerk redaction for Tax Warrants	Clerk	Ensure private information is redacted for all old cases on Tax Warrant application.	Deployed	Change Request
Alter database connnections to Fidemark	OCE	Ensure permitting applications are connected and pointing to new server location.	Deployed	Change Request
Alter database connections to LAW latabase	IMPD	Ensure Incident Report Application is connected and pointing to new server location.	Deployed	Change Request
Add Amex and CVV2 code to all .Net applications	Various	All American Express payment option and CVV2 code to all .Net application payment processing pages.	Deployed	Change Request

Please don't hesitate to contact me regarding the Director's Report. Comments and questions are always welcome.

Respectfully,

Ami Guilfoy, President, Local Government Online Indiana | <u>LoGOindiana.com</u> General Manager, IndyGov.Biz | <u>IndyGov.Biz</u> 10 West Market Street, Suite 600 Indianapolis, IN 46204 Tel. 317.234.1549

TREASURER'S REPORT Enhanced Access Fund for IT board

(prepared 06/17/09)

Fund Balance April 14, 2009 20/216 Enhanced Access	\$1,088,646.15
Charges against the Enhanced Access Fund	\$0.00
Receipts	\$48,279.12
Fund balance June 17, 2009	\$1,136,925.27
20/216 Enhanced Access	\$1,136,925.27
Outstanding Liabilities Recorders office request for revenue Clerks office request for revenue	\$0.00 (\$120,000.00) (\$50,000.00)
Net Enhanced Access Funds Available (Fund balance less outstanding Liabilities)	\$966,925.27